



NOTIFICATION OF TRAVEL

It is the Participant's responsibility to notify ArNAP staff of any pending travel plans. The Participant is required to submit all travel plans in writing (via in-person, fax, email, or mail) to ArNAP staff **prior** to travel. Unless a waiver is obtained for a specific date, Participant is required to meet all monitoring requirements, regardless of travel plans.

Participant Name: _____

Travel Plans

Travel destination(s): _____

Purpose of travel: _____

Mode of transportation: _____

Date leaving: _____ Date returning: _____

Maintenance Recovery Plan

1. _____
2. _____
3. _____

Documentation

You may be required to submit the following documents prior to ArNAP approving your travel plans.

- Detailed itinerary
- Paid invoice(s)
- Other _____